

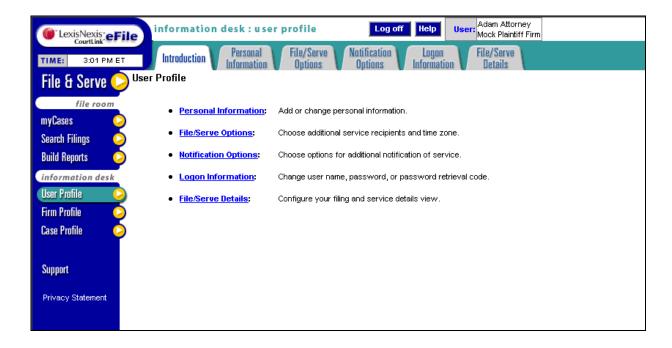
CourtLink® eFile

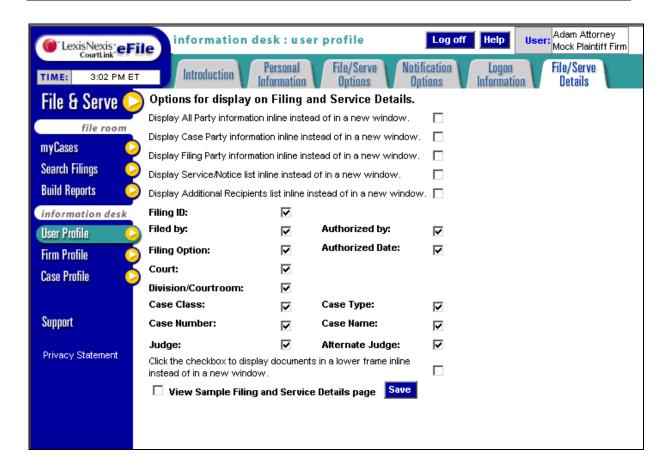
FILING & SERVICE DETAILS SETUP

Filing and Service Details Setup

Use the following guidelines to customize your Filing and Service Details page:

From **User Profile** under Information Desk, select **File/Serve Details**. If you are Court User, then select **Review Options**.





The setup menu above shows all available configurations for your details pages.

1. Select Detailed Party Information

Select any party details you wish to view on the details page by placing a check mark next to each selection desired.

- Display all Party information inline instead of in a new window
- Display all Case Party information inline instead of in a new window
- Display all Filing Party information inline instead of in a new window
- Display all Service/Notice lists inline instead of in a new window
- Display all Additional Recipients inline instead of in a new window

2. Select Detailed Filing Information

Filing details fields can be added/removed from your personal view as desired. Select the fields you want to have displayed when you view details pages.

Available fields:

Filing ID: Unique identifier assigned to each CourtLink eFile transaction

Filed By: The name of the person that submitted the transaction

Filing Option: File and Serve; Serve Only - Public; Serve Only - Private; or File Only

Court: The Court where the case is assigned

Division/Courtroom: The courtroom where the case is assigned (if applicable) **Case Class**: The class of case (Civil, Domestic Relations, Probate, Water, etc)

Case Type: The case type assigned to the case (Personal Injury, Child Custody, etc)
Case Name: The abbreviated case name assigned by the court or the original filer

Case Number: The court-assigned case number

Judge: The name of the judge assigned to the case (if applicable)

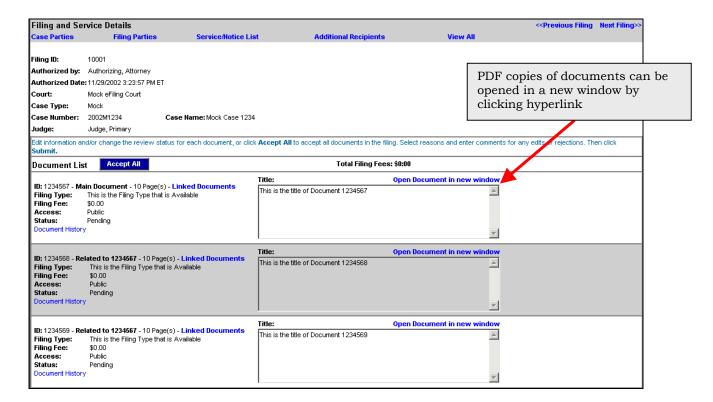
Alternate Judge: An alternate judge assignment (if applicable)

Authorized By: The name of the attorney authorizing the transaction

Authorized Date: The date and time the transaction was submitted to CourtLink eFile.

- Select Whether to View the Documents Automatically or on Demand
 Click the checkbox to display documents in the lower frame inline instead of a new window
- 4. If you are a Court User, you can opt to have your Clerk Review and Judge Review screens refresh after you have submitted a transaction. Refreshing will remove items that are completed from your list of items to be reviewed automatically. If you opt not to refresh, then items will stay listed in your list of items to review until you exit the myCases work area. Refreshing is not recommended if you are not on a high-speed connection to the Internet.
- 5. Click to Preview the Customized Details Page for Accuracy

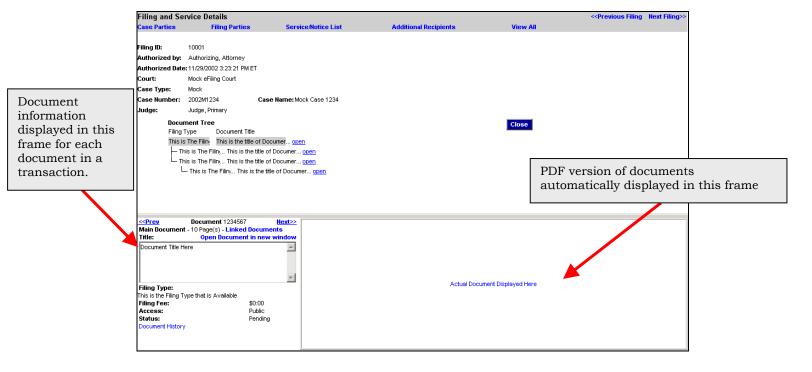
Sample 1: Automatic Document Viewing Turned OFF (default view for all users)



In this view, each document in a transaction is listed separately. To view a document, click the **Open Document in new window** hyperlink. The *Original Format* of the document can be accessed by clicking the **Original Format** link (not shown) or, for Reviewing Clerks, by clicking the **View All** link at the top of the page.

Additional information such as financial receipt information and filing information from a clerk may be available in the details if a court has opted to show these details.

Sample 2: With Automatic Document Viewing Turned ON



To view additional documents in this transaction, click the **Next** or **Prev** links in the documents section on the lower left frame.

Note: Automatic viewing of a document may create a delay when opening a details window because Adobe will automatically execute to display the documents.

- 6. Click Close to return to the setup screen.
- 7. When you have complete your setup requirements, deselect View Sample and click Save.
- 8. A confirmation window will appear indicating that your changes are complete.